



HUMAN RESOURCES BULLETIN

Class Action Settlement Promotion Reviews and Center Promotion Policies Will Work Together to Provide Promotion Readiness Assessment for GSFC Civil Servant Workforce

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On July 10, 2002, the Equal Employment Opportunity Commission granted final approval of the Settlement Agreement reached between Goddard and a Class Agent on behalf of 124 African American, non-managerial, non-supervisory scientists and engineers (S&E's) concerning opportunities for promotions at the upper grades. In addition to monetary relief for Class Members and programmatic relief that will benefit the entire Center, the Settlement calls for a Phase I promotion review for all Class members who are eligible for promotion; this merit-based process is scheduled to occur July 11 - September 23, 2002. The Settlement Agreement provides Goddard an opportunity to conduct a similar promotion review for non-supervisory, non-Class member S&E's at the GS-13 and 14 levels who have 8 years or more time-in-grade (i.e., the average amount of years in grade). These Phase II promotion reviews will begin on September 24, 2002 and conclude one year later.

The Center hosted several brown bag discussions at Greenbelt and the Wallops Flight Facility to discuss the Class Action Settlement Agreement, its impact, and to answer employee questions. One frequently asked question at the brown bag discussions was, "How does this Settlement impact me?"

In addition to the promotion reviews discussed above, we are required to review some of our current systems. An independent expert will be hired to evaluate and make recommendations, if necessary, to redesign our performance management system as defined by the Settlement Agreement (i.e., our awards,

training, career ladder and accretion promotions, and performance appraisal programs). Another independent expert will review and if need be, redesign our alternative dispute resolution process for informal discrimination complaints. Recommendations from these experts likely will result in a number of programmatic changes that will benefit the entire Goddard Space Flight Center community.

While the promotion review process described above is taking place, the Center will continue to use its current promotion process to promote eligible employees from all skill groups and grades. The promotion review process being conducted under the Settlement Agreement will have no impact upon the current promotion process used for the rest of the Center. The current process provides for the following:

- **Mandatory Principles** serving as a foundation on which the promotion consideration of employees is built, governing interactions between supervisors and employees leading up to promotion consideration and providing for uniform treatment across organizations that include:
 - Full accountability of all supervisors by their own supervisors to be knowledgeable of the promotion process and how they apply it to the employees they supervise.
 - Publicized Promotion Factors (available for viewing at <http://ohr.gsfc.nasa.gov/Promotion/home.htm>) aligned with GSFC

Strategic Implementation Plan goals and values, used to determine promotion readiness of employees directly and to help employees understand what is expected to achieve a promotion.

- One-on-one discussions between supervisors and each employee.
 - Annual meeting to discuss promotion requirements and career developmental activities.
 - Automatic promotion reviews 18 months after last promotion for employees in a career ladder or higher documented promotion potential position, and semiannually thereafter as long as the employee's position Classification remains unchanged.
 - Automatic promotion reviews 30 months after last promotion for employees who are at the documented FPL of their position, and at least annually thereafter as long as the employee's position Classification remains unchanged.
- Education activities offered to provide supervisors with necessary tools to carry out their responsibilities under the Mandatory Principles and to address accountability issues.

- Employee assessment of their supervisors in seven different areas: Accountability, Change Orientation, Diversity, Financial/Technical Management, Human Resource Management, Organizational Communication, and Teamwork. Employees can use the Goddard Employee Supervisory Evaluation Survey now through August 9, 2002 to assess up to three supervisors (http://ohr.gsfc.nasa.gov/performance/supervisor_survey.htm).

- **Metrics** to communicate workforce and promotion demographics to all employees.

More details about the Center's existing promotion policies may be viewed at <http://ohr.gsfc.nasa.gov/Promotion/home.htm>.

In sum, the promotion reviews associated with the Class Action Settlement and the Center's current promotion policies will work together to provide all employees with an opportunity to talk to their supervisors about promotion readiness and developmental opportunities.

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